

Faculty Senate Minutes
1/14/2022
10:00-10:45 via Microsoft Teams

In attendance:

Members: Jana Parsons, Daisy Gibson, Brad Bechard, Mark Plant, Doug Zander, Melissa Wells

Invited guests:

CEO/Dean Stephanie Erdmann or designee,
Executive Director of Instruction Leanne Frost,
Director of Trades Joel Sims,
Registrar Dena Wagner-Fossen,
MTYCFA President Tom Oakberg,
Director of Operations Carmen Roberts or designee

Campus Members:

Dena Wagner-Fossen
Kris Hancke
Becky Sullivan
Tina Gambhir
Toni Quinn
Larry Vaccaro
Stacy Lowry
Jeni Luft

| Guest | | | |
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| Time | Topic | Intended Outcome(s) | Responsible |
| 5 minutes | Program Review Committee | Informational only | Larry Vaccaro |
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| Standing Items | | | |
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| Time | Topic | Intended Outcome(s) | Responsible |
| 10 minutes | CEO/Dean Report | Provide updates on system- and campus-level initiatives and changes | Dr. Erdmann or designee |
| 5 minutes | Policy review/revision - second reading and vote Remove Policy 902.2 Graduate Borrowers (addressed in 902.1 Undergraduate Borrowers) 902.3 Distance Borrowers (addressed in 902.1 Undergraduate Borrowers) 902.6 Affiliate Faculty Borrowers (addressed in 902.5 Community Patrons) 904.1 Wireless Laptop Checkout (addressed in new procedure 902.1.2 Laptop/Hotspot borrowing) | Revise campus approved campus policies so that they are consistent, remove procedure, are in line with current practice and MUS and state law and policy. | Carmen Roberts or designee |

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| | <p>905.1 Group Study Rooms (addressed in new procedure 902.1.2) 508.1 Campus Entertainment (duplicate of BOR policy 205.4)</p> <p>Changes 902.1 Student Borrowers</p> <p>Minor changes (information only) 902.4 Faculty & Staff Borrowers (pulled out procedure into separate document, minor changes for clarity) 902.5 Community Patrons (pulled out procedure into separate document, minor changes for clarity)</p> | | |
| 10 minutes | <p>Policy review/revision - first reading</p> <p>Policies for Removal Minor Changes: 201.1 Copyrighted Material—minor changes only, removing non-policy language 203.3 Faculty Voluntary Overload—minor changes only, removing language from collective bargaining agreement and instead linking to current CBA.</p> <p>Changes: 503.1 Travel Policy—major change, scrap current policy for simplified version without procedure, moving everything else to Business Office Operations Manual (BOOM) 503.2 Vehicle Use—major change, scrap current policy for simplified version without procedure, moving everything else BOOM</p> <p>Removal: 503.3 Mileage Rates—remove policy, all information will be addressed in BOOM 108.1 Executive Advisory Council—remove policy, no longer utilizing this as a separate group from the development board.</p> | Revise campus approved campus policies so that they are consistent, remove procedure, are in line with current practice and MUS and state law and policy. | Carmen Roberts or designee |

| Agenda | | | |
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| Time | Topic | Intended Outcome(s) | Responsible |
| 15 minutes | Exploring a single Learning Management System - OCHE. Slide show is in FS teams document folder. | Starting the Discussion – Please note, this is the early days and there’s quite a lot of missing context here. | Jana Parsons |
| 25 minutes | Faculty Senate bylaws review/revision: Discuss ET’s changes to committees and reporting lines | Review current bylaws and handbook to better understand necessary changes | Jana Parsons |
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| Notes | | |
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| Topic | Discussion | Action |
| Program Review Committee | Larry Vaccaro Review recommendations for RN AS, PN and PTA Recommendation was continuation | None needed |
| CEO/Dean Report | <ul style="list-style-type: none"> Strategic Plan goals completed and ready for next steps of planning Programming Plan outline complete Development Board – Night out for Science, CASE, align, initiatives with strategic and programming plan, hired a coach Committee Restructure – continuing to restructure DEI Speakers allowed by Perkins Funds – Alonzo Kelly (March) - How to have crucial conversations and then Brad Gingras - Differences in the 5 generations that are currently in the workforce. zSpace purchased! – Training in May, does not integrate with D2L, stand alone purchase, we have a 3 years license. Department of Education Grant eligibility – Strengthening Institutions and NASNTI | Dr. Erdmann gave report, no action needed. |
| Policy review/revisions – second reading and vote | <p>Remove Policy</p> <p>902.2 Graduate Borrowers (addressed in 902.1 Undergraduate Borrowers)</p> <p>902.3 Distance Borrowers (addressed in 902.1 Undergraduate Borrowers)</p> <p>902.6 Affiliate Faculty Borrowers (addressed in 902.5 Community Patrons)</p> <p>904.1 Wireless Laptop Checkout (addressed in new procedure 902.1.2 Laptop/Hotspot borrowing)</p> <p>905.1 Group Study Rooms (addressed in new procedure 902.1.2)</p> <p>508.1 Campus Entertainment (duplicate of BOR policy 205.4)</p> <p>Changes</p> | <p>Carmen Roberts</p> <p>No additional discussion</p> <p>Vote called by Mark Passed (Mark, Brad, Daisy, Melissa, Jana) Doug was absent at vote</p> |

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| | <p>902.1 Student Borrowers</p> <p>Minor changes (information only)</p> <p>902.4 Faculty & Staff Borrowers (pulled out procedure into separate document, minor changes for clarity)</p> <p>902.5 Community Patrons (pulled out procedure into separate document, minor changes for clarity)</p> | |
| <p>Policy review/revision - first reading</p> | <p>Policies for Removal</p> <p>Minor Changes:</p> <p>201.1 Copyrighted Material—minor changes only, removing non-policy language</p> <p>203.3 Faculty Voluntary Overload—minor changes only, removing language from collective bargaining agreement and instead linking to current CBA.</p> <p>Changes:</p> <p>503.1 Travel Policy—major change, scrap current policy for simplified version without procedure, moving everything else to Business Office Operations Manual (BOOM)</p> <p>503.2 Vehicle Use—major change, scrap current policy for simplified version without procedure, moving everything else BOOM</p> <p>Removal:</p> <p>503.3 Mileage Rates—remove policy, all information will be addressed in BOOM</p> <p>108.1 Executive Advisory Council—remove policy, no longer utilizing this as a separate group from the development board.</p> <p>Discussion ensued regarding the updating/creating of a business office handbook for reference by all Faculty and staff. How to rent cars, how many can attend a conference, how to reserve hotels, moving expenses, etc....</p> | <p>Carmen Roberts</p> <p>Vote will be called at next meeting.</p> |
| <p>Exploring a single Learning Management System - OCHE.</p> | <p>Starting the Discussion – Please note, this is the early days and there’s quite a lot of missing context here.</p> <p>At the system level, the are looking for faculty to participate in developing an RFP request for proposal.</p> <p>Cost saving and efficiency tool, for transferability.</p> <p>Jana stated to make sure that 2 years institutions are fully included.</p> <p>Make sure end users are consulted, good solid user group.</p> <p>Mandy and Wayne are part of the group</p> <p>Concern – ownership, what is a faculty members and what is institution – there will good moments to address that with this participation.</p> | <p>Jana Parsons and Dr. Erdmann.</p> |

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| <p>Faculty Senate bylaws review/revision: Discuss ET's changes to committees and reporting lines</p> | <p>Review current bylaws and handbook to better understand necessary changes</p> <p>Dr. Erdmann: Committee restructuring – not completed yet. Took the opportunity to pull up FS bylaws – can tell after reading why there is so much confusion. Seems FS has not been run the way the bylaws are written.</p> <p>Jana: Somewhat, but not entirely. Why I have been advocating for review and why we need to meet to discuss.</p> | <p>Jana Parsons and Dr. Erdmann</p> <p>Holding off until Jana and Dr. Erdmann meet to discuss redesign of FS and bylaws.</p> |
| <p>Approval of Minutes from December</p> | | <p>Call for vote – Mark/Melissa No additions or changes. Minutes are approved from 12/10/2021 Vote passes, Mark, Melissa, Brad, Daisy, Jana.</p> |